



## Donor Outreach and Acknowledgement Volunteer

**Supervisor and Department:** Resource Development, Natalie Choules & Shayna Wible

### **Who You Are:**

You are a relationship-builder; you love connecting with others. You don't mind picking up the phone to give someone a call, and conversation comes easy to you. You consider yourself organized and detailed. You are seeking an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

### **Who we are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

### **How We Succeed Together:**

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.





## Donor Outreach and Acknowledgement Volunteer

**Overview:** This position will support Habitat's Resource Development Team with donor outreach, phone calls, and data entry.

### Major Responsibilities:

- Become a Habitat for Humanity ambassador to our donors by embracing our Cultural Blueprint
- Thank you calls to donors
- Outreach emails and calls to potential or recurring donors about financial gifts
- Scheduling meetings between fundraisers and potential donors
- Importing calls and emails into fundraising software
- Event support as needed
- Other duties as assigned

**Time Commitment:** 2-4 hours per week on average, flexible depending on the right candidate's availability and preferred pace of work.

### Knowledge, Skills & Abilities:

- Ability to pass background check
- Must be comfortable calling strangers
- Must be comfortable leaving voicemails
- Required comfort with Excel, Outlook, Teams
- Willingness to learn Raisers Edge (fundraising database)
- Desire to engage kindly with individuals and groups of sexualities, ages, gender orientations, religions, ethnicities, etc.
- Excitement to share the mission and work of HFHMD
- Comfortable asking for money for Habitat's mission
- Ability to reply to emails within 3 business days (excluding vacations, illnesses, etc.)
- Previous fundraising or administrative assistant experience preferred but not required

### Training:

- Habitat Volunteer Orientation
- Raisers Edge training
- Call and email content training (email drafts, phone call templates, etc.)
- Training for any needed office equipment such as printers

**Location:** Remote availability with occasional office visits or in-office availability if desired. (7535 E Hampden Ave, Suite 600, Denver).

**Impact:** This position will help the Resource Development department, which is responsible for over \$5 million of funding each year, better connect with potential donors and existing donors. By taking on some acknowledgment and outreach activities, this position will enable our fundraising team to engage more effectively with more donors. This person's work will be crucial to helping our small team raise more funds to build homes.

### Volunteer Benefits:

- ✓ Camaraderie with a welcoming team of staff and volunteers (including BBQ's/happy hours/formal recognition events)
- ✓ Habitat swag
- ✓ 25% off select items at the 4 Metro Denver Habitat ReStores
- ✓ Develop professional skills and leadership skills
- ✓ Scholarship towards a week-long Habitat Denver Global Village Trip after one year of service